

SECTION 21. ADMINISTRATIVE LEAVE

21-1. Authorized uses of administrative leave. The CAO may grant administrative leave to an employee:

- (a) in a general emergency;
- (b) when an unhealthy or dangerous situation exists at a County facility;
- (c) who is relieved of duty pending:
 - (1) an investigation of an incident or charge;
 - (2) removal from the employee's position; or
 - (3) a determination of the employee's fitness for duty;
- (d) to attend officially approved meetings, conferences, seminars, or training, or as paid professional improvement leave;
- (e) subpoenaed as a witness in a civil or criminal case or an administrative proceeding, unless the employee is subpoenaed as a witness in a civil case:
 - (1) that is unrelated to the employee's official duties; and
 - (2) to which the employee is a party;
- (f) required to serve on a jury;
- (g) for bereavement, under Section 21-2 of these Regulations;
- (h) for military service or military training under Section 22 of these Regulations;
- (i) who is injured on the job, until the Risk Management Division of the Department of Finance determines if the employee is eligible for disability leave; and
- (j) under other circumstances where the CAO determines that granting administrative leave is in the best interest of the County.

21-2. Limits on administrative leave for bereavement.

- (a) The CAO may grant administrative leave to an employee who has experienced the death of:
 - (1) a member of the employee's immediate family;

- (2) an individual who was related to the employee through blood or marriage;
or
 - (3) an individual with whom the employee had a close association that was the equivalent of a family relationship.
- (b) For each occasion, the maximum amount of administrative leave that an employee may use as bereavement leave is:
- (1) 3 consecutive calendar days for a firefighter who works 24-hour shifts;
and
 - (2) 3 consecutive workdays for any other employee.

21-3. Limits on administrative leave for injury on the job. If the Risk Management Division of the Department of Finance determines that an employee is not eligible for Workers' Compensation benefits for an injury on the job, the County must adjust the employee's leave balances or pay to reimburse the County for the administrative leave that the employee was granted for the injury on the job. The County should deduct leave from the employee's leave balances first but, if the employee has no leave, may take the value of the leave from the employee's pay.

21-4. Appeal of administrative leave decision. An employee with merit system status who is adversely affected by an alleged improper, inequitable, or unfair application of the County's regulations and policies on administrative leave may file a grievance under Section 34 of these Regulations.

Editor's note – The subjects covered in this section of the Personnel Regulations are addressed for bargaining unit employees in the current collective bargaining agreements as indicated below:

Bargaining unit	Articles of current agreements with references to administrative leave
Firefighter/Rescuer	2, Organizational Security 3, Union Activities 9, Administrative Leave 10, Disability Leave 19, Wages 38, Contract Grievance Procedure 48, Job Sharing Program
OPT/SLT	16, Leave Without Pay 17, Disability Leave 19, Administrative Leave 34, Safety and Health 36, Union Activities

Police	2, Administrative Leave 15, Hours and Working Conditions 17, Disability Leave and Injury on the Job 27, Secondary Employment 29, Physical Fitness Awards 35, Vehicles 55, Job Sharing Program 61, Directives and Administrative Procedures
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